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May 29, 2012

MEMORANDUM

TO: Career and Technical Education Administrators

FROM: Mike Raponi, Director 
Office of Career, Technical and Adult Education

SUBJECT: CTE Course Catalog 2012-2013 Version 2

Please note that the State CTE Course Catalog for 2012-13 has been updated to Version 2. This memo delineates the changes.

The following programs are included in this addendum:

- Administrative Services
- Accounting and Finance
- Criminal Justice
- Fashion and Housing Design
- Fashion, Textiles and Design
- Fire Science
- Health Informatics
- Law Enforcement
- Pathway to Engineering
- Web Design and Development
- Welding Technology

The following changes have been made to the CTE Course Catalog 2012-2013 and are now updated and included in the catalog that is located on the Department Webpage.

- Administrative Services:
 - Accounting (page BUS-1):
 - Updated course name to be **Office Management I** (page BUS-3)
 - Updated abbreviated name to be **OFFICE MGMT I**
 - Deleted the course Accounting (page BUS-1)
 - Business Office Management (page BUS-3):
 - Updated course name to be **Office Management II** (page BUS-3)
 - Updated abbreviated name to be **OFFICE MGMT II**
 - Deleted the course Business Office Management (page BUS-3)

- Administrative Services (continued):
 - Administrative Services Advanced Studies (page Bus-1):
 - Updated course name to be ***Office Management Advanced Studies*** (page BUS-3)
 - Updated abbreviated name to be ***OFFICE MGMT AS***
 - Deleted course Administrative Services Advanced Studies (page BUS-1)
 - Administrative Services sequence (page A-5):
 - Updated sequence to reflect new names
- Accounting and Finance:
 - Economics and Global Finance (page Bus-6):
 - Deleted course Economics and Global Finance
 - Accounting and Finance sequence (page A-5):
 - Deleted the “Extended” sequence
- Criminal Justice:
 - Criminal Justice I (page HSPS-8):
 - Updated prerequisite to be ***Foundations of Public Safety***
 - Criminal Justice II (page HSPS-8):
 - Updated Level to be ***L3C***
- Fashion and Housing Design:
 - Fashion and Housing Design sequence (page A-7):
 - Deleted the Fashion and Housing Design sequence
- Fashion, Textiles and Design:
 - Fashion, Textiles and Design sequence (page A-7):
 - Deleted the Fashion, Textiles and Design “Extended” sequence
- Fire Science:
 - Fire Science I (page HSPS-9):
 - Updated prerequisite to be ***Foundations of Public Safety***
- Health Informatics:
 - Health Informatics I (page HSPS-3):
 - Updated course name to be ***Health Information Management I***
 - Updated abbreviated name to be ***HLTH INFO MGMT I***
 - Health Informatics II (page HSPS-3):
 - Updated course name to be ***Health Information Management II***
 - Updated abbreviated name to be ***HLTH INFO MGMT II***
 - Health Informatics sequence (page A-11):
 - Updated sequence to reflect new names
- Law Enforcement:
 - Law Enforcement I (page HSPS-10):
 - Updated prerequisite to be ***Foundations of Public Safety***

- Pathway to Engineering:
 - Introduction to Engineering and Design (page STS-18):
 - Updated course name to be ***Introduction to Engineering Design***
 - Pathway to Engineering Sequence (page A-19):
 - Updated state standards name to be ***Engineering***
- Web Design and Development:
 - Website Design and Development Advanced Studies (page IMT-12):
 - Updated course name to be ***Web Design and Development Advanced Studies***
- Welding Technology:
 - Welding Technology II (page STS-16):
 - Added Course: ***Welding Technology II Lab***
 - Welding Technology III (page STS-16):
 - Added Course: ***Welding Technology III Lab***
 - Welding Technology Sequence (page A-19):
 - Added Welding Technology Extended Sequence